



BULLETIN

Volume 11, Issue 2
November, 2005

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RISK MANAGEMENT DIVISION:

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rminfo@state.nd.us

Loss Control:

(701) 328-7582

Workers Compensation:

(701) 328-7583

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(701) 328-7585

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www.state.nd.us/risk/

Risk Management Division

Mission Statement

*To protect the assets
of the State of North
Dakota - its people,
property, and financial
resources - so that the
State can continue to
meet its obligations to
its citizens.*

The potential of NotiFind



In our July, 2005, Bulletin we advised you that the State has purchased an emergency notification system called NotiFind. NotiFind is designed to deliver critical messages and provide important communication data. While NotiFind was purchased to enhance communication during an emergency situation, Risk Management invites you to find other inventive uses for the software because the more familiar state employees become with the system, the more effective NotiFind will be when an emergency arises.

*NotiFind
can do that.*

Does your entity ever have a need to get one message out to a number of people in a short period of time? *NotiFind can do that.*

Is it important that you have a record that certain individuals received an essential message? *NotiFind can do that.*

Are there times when you need to use different modes of communication (telephone, cell, e-mail) to ensure the person you are trying to contact actually gets the message? *NotiFind can do that.*

There are two methods to use

NotiFind — “**Notification Lists**” or the “**Message Center**.” Both methods are most efficient.

The **Notification Lists** can be established from team lists developed in LDRPS or by lists independent of LDRPS. Only one message needs to be developed. NotiFind will then deliver that message via voice message, text, or both, depending on the communication method that ultimately contacts the recipient. The message recipient may

designate up to 5 different methods for NotiFind to use to contact him or her. The first method may be by office telephone. If the person is not available, NotiFind would try a cell phone number. If still no contact was made, the third method of contact could be an e-mail message retrievable by a desktop PC or a Blackberry. The fourth method could be a home telephone number, the fifth a home cell phone number. The system would use that sequence in its attempt to notify the recipient and then provide a report as to when and how the message was delivered.

Along with information being delivered, questions can be posed such as, “Are you available to respond?” “What is your current location?”

(Continued on page 2)

(Continued from page 1)

The NotiFind **Message Center** enables employees to dial into a toll-free number to listen to specific alerts or important instructions. Using the Message Center provides more opportunities for mass communication due to the fact it eliminates the need to register recipients' contact information in the NotiFind database. Employees are provided access (PIN) codes which enable different messages to be placed into the system and ensures that callers access only the message(s) pertinent to their situation.

We encourage you to determine if your agency or facility would benefit from the use of the NotiFind Notification Lists or the Message Center, or both. While we want to be sure we take advantage of

the opportunities provided by NotiFind, the State's contract allows for a specific number of employees to be registered in the contact base, as well as a limit on the number of messages that can be posted to either the Notification Lists or Message Center. We want to make sure an appropriate number of calls are available in the event of a COOP/COG event, however, we also want to utilize this tool to its fullest potential. Therefore, we encourage you to consider how it would be put to good use by your agency or facility.

If you or someone from your entity has not been trained on the use of NotiFind, or if you are interested in using the system, please contact Janell Quinlan at www.jquinlan@state.nd.us or at 328-7226.



Update

Web site:

www.state.nd.us/cog

What Recent Disasters Can Teach North Dakota State Entities

Since its inception, Risk Management has been advocating the idea of North Dakota state agencies and facilities developing contingency plans so essential functions can continue to be performed and state employees know what is expected of them when a disaster strikes and normal places of business are damaged or destroyed.

The September 1, 2005 edition of *Risk & Insurance* magazine reported, "Terror blitz no match for business continuity plans—Londoners give new meaning to "return-to-work" in the wake of terror attacks, thanks to detailed business-continuity planning and decades of terror drills."

In a second article in the *Risk & Insurance* magazine that discussed the University of Southern Mississippi's emergency response plan to Hurricane

Katrina, U.S.M.'s director of safety and environmental services stated, "One thing I can say about U.S.M. is we were ready. The plan worked fairly well considering the short amount of time we had to prepare."

Effective COG/COOP plans will help State entities prepare for both man-made and natural disasters. A well prepared plan will ensure your employees know—prior to the event—how to report that they are personally safe; whether they are designated essential personnel; where or if they are to report for work; what tasks they are expected to perform; how they can access information.

Let's do our part to ensure that North Dakota Government is as "ready" as possible so that our "plan worked well considering. . ."



Loss Control Tools

Linking the Seminar Schedule to Legislative Sessions

Risk Management Seminar attendees essentially have a bye from attending the 2006 Risk Management seminar . . . and for every other year after that!

After much consideration, it has been decided to hold the routine "one afternoon and next morning" Risk Management seminar on a bi-annual basis—on the years the ND Legislature meets. That means the next all agency Risk Management seminar will be in the spring of 2007.

During the even numbered (off seminar) years, it is our intention to provide entity specific loss control training. For example, in 2006 the focus will be on NDUS campus specific loss control issues.

How does this change affect the RM discount programs?

Risk Management Fund:

We haven't added any new criteria for the discount program but did reallocate and increase the percentages from the current 10% to 14% with a potential of 16% the years the seminar is held.

Because RM will not have the annual venue to provide you with information each year, more emphasis will be placed on the loss control committee review of the Risk Management Bulletins and the dissemination of the information contained in the Bulletins throughout your agency. This should be an easy credit for the entities that already

have "Bulletin Review" as a committee meeting agenda item and are currently documenting that review in the meeting Minutes.

With the alternating Seminar schedule, in the years a seminar is held (i.e. 2007, 2009), entities will have the opportunity to earn an extra 2% discount based upon attendance at the seminar. Therefore, the agencies will be able to earn up to a 16% discount during seminar years.

The new "Total Potential RM Fund Discount" schedule will look like this:

Total Potential Discount:

Seminar Year 16%;

Non-Seminar Year 14%

Questions 1 – 4 = 4% discount;
 Question 5 = 2% discount;
 Question 6 = 2% discount;
 Question 7 = 2% discount;
 Question 8 = 2% discount;
 Question 9 = 2% discount;
 Bonus = 2% year when seminar is held

RMWCP:

In order to focus attention on the importance of claims management and developing lists of essential job functions, and due to the fact that establishing a program to address Substance Abuse is a requirement for the RM Fund discount, discount percentages for those items have been revised.

The only increase in the RMWCP discount program will be for the years the RM Seminar is held—then the total potential RMWCP discount will be 17%

The new "Total Potential RMWCP Discount" schedule will look like this:

Total Potential Discount:

Seminar Year 17%;

Non-Seminar Year 15%

Questions 1 & 2 = 2% discount;
 Question 3 = 2% discount;
 Question 4 = 2% discount;
 Question 5 = 4% discount;
 Question 6 & 7 = 3% discount;
 Question 8 = 2% discount;
 Bonus = 2% year when seminar is held.

RMWCP Update



DIVIDEND and DISCOUNT PROGRAMS

For fiscal year 2006 Workforce Safety and Insurance awarded State entities a one-time 40% premium discount in the amount of \$1,772,755. That discount was passed through as a part of the RMWCP premium billing.

In addition, the annual RMWCP 15% discount program awarded qualifying entities a savings of \$277,301 and the RMWCP dividend program awarded a savings of \$141,700.

Hopefully, your agency or facility will be able to use some of those saved dollars to introduce programs to reduce future workplace injuries.

FLEX TRAINING

The Flex training program is now back up and running. We are offering two new courses "Consider Safety" and "Worksafe for Life" developed by the Nova Scotia Workers Compensation Board. The format of this training is to watch videos, view posters, listen to radio adds, play a

video game, and take a quiz on safe work practices. Completion of these two courses will meet the General Safety Rules and Safe Operating Procedures training requirements for this year's discount program.

DMP CLINIC UPATE

The following is an updated list of medical providers for the DMP program. Remember, if an injured worker receives treatment at one of these facilities, the \$250 deductible will be waived.

MedCenter One Career Care in Bismarck with **satellite clinics in Jamestown and Dickinson.**

Trinity Health Occupational Medicine in Minot **with satellite clinics in Mohall, Sherwood, Parshall, Cando, Stanley, Bottineau, Velva, Westhope, Garrison, New Town, Kenmare, and Williston.**

Altru Health Occupational Medicine in Grand Forks **with satellite clinics in Drayton, Cavalier, and Lake Region in Devils Lake.**

Merit Care Occupational Health in Fargo **with satellite clinics in Enderlin, Hillsboro, Mayville, Wahpeton, Valley City, Edgeley, Lisbon, Jamestown, and LaMoure.**



Samples of the revised RMF Contribution Discount Program Application (SFN 53424) and RMWCF Premium Discount Application (SFN 53425) are included as inserts in this Bulletin and can be found at the Risk Management Division web site under "Forms" and "Discounts."

Risk Management Division
Century Center
1600 East Century Avenue, Suite 4
Bismarck ND 58503-0649

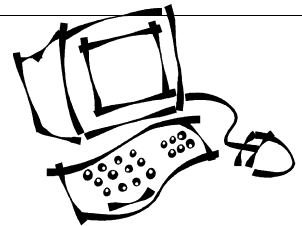
CHECK IT OUT!!

Please check your address label.
Report any corrections to our office.

BULLETIN

On-Line Incident Reporting

In April of 2005 we introduced an on-line reporting process for both tort liability and worker compensation incidents. We are happy to report that the process is working well and many of the agencies and facilities are using the system. If you haven't tried it yet, we invite you to do so. Remember, after July 1, 2006, on-line incident reporting will be a discount criteria for both the RM Fund and RMWCP so now is the time to become proficient in its use.



Access the reporting form by going to our web page at www.nd.gov/risk/ and clicking on "On-Line Incident Reporting." The process is user friendly but if you have any problems or questions do not hesitate to contact Renae Heller of our office at 328-7584 for assistance.

The program can be accessed from any internet capable computer. Once the form is completed and submitted, it is electronically filed with our office and a copy is sent to your entity's risk management or workers compensation contact.



The insert page of this Bulletin contains instructions on how to use a new tool in the incident reporting process—the Vehicle Diagram that helps demonstrate how the vehicle accident occurred. Try using it and, again, if you have any problems with it, contact Renae so your problems may be resolved. These instructions have also been posted on our web site.

**RISK MANAGEMENT WORKERS COMPENSATION
PREMIUM DISCOUNT APPLICATION**

STATE OF NORTH DAKOTA

SFN 53425 (11-2005)

SUBMISSION DEADLINE MAY 1

Agency/Facility	Date	
COMPLIANCE QUESTIONS:	YES	NO
1. Does your agency/facility have a Safety Policy signed by top management identifying responsibilities of management and employees for ensuring a safe workplace and is the policy reviewed with all employees annually?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your agency/facility developed written safety guidelines for procedures and tasks involving recognized hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your agency/facility developed a list of essential job functions for each job category?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your agency/facility established a training program educating employees on general safety rules, safe operating procedures, ergonomics, and claims management principles?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your agency/facility implemented an effective claims management program including the designated medical provider, participation in transitional duty as required, and online filing of 90% of workers compensation claims?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has your agency/facility sent a completed incident report to Risk Management within 24 hours of notice of injury or submitted a monthly incident summary report (requires Risk Management approval)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your agency/facility developed procedures for investigating all accidents and "near misses/incidents"?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is an annual inspection of your agency/facility workplace conducted?	<input type="checkbox"/>	<input type="checkbox"/>

(NOTE: **Total potential discount of 15%** - Affirmatively answering questions 1 and 2 entitles your agency/facility to a 2% premium discount. Affirmatively answering question 3 entitles your agency/facility to a 2% discount. Affirmatively answering question 4 entitles your agency/facility to a 2% discount. Affirmatively answering question 5 entitles your agency/facility to a 4% discount. Affirmatively answering questions 6 and 7 provides an additional 3% discount. Affirmatively answering question 8 provides an additional 2% discount.)

BONUS 2% Discount - Applies Only to Years Risk Management Hosts a Seminar		
Did the agency/facility Workers Compensation contact or active member of the Loss Control Committee attend the Risk Management Seminar?	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Signed	Job Title
Please Print Name	Telephone Number



RISK MANAGEMENT FUND CONTRIBUTION DISCOUNT PROGRAM APPLICATION

STATE OF NORTH DAKOTA

SFN 53424 (11-2005)

SUBMISSION DEADLINE MAY 1
Report of Activity for Current Fiscal Year

Agency/Facility	Date	
COMPLIANCE QUESTIONS:	YES	NO
1. Does your agency/facility have a Loss Control Committee that complies with Section 4 of the Risk Management Manual and addresses recommendations and liability exposures that arise through incidents or accidents, claims, Risk Management Bulletins, and audit reports? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>
2. Did your agency/facility director appoint a Risk Management contact to act as the main contact for agency/facility loss control and safety activities and does that contact serve as chairperson or active member of the Loss Control Committee?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your agency/facility incidents and accidents reported to the Risk Management Division within 24-48 hours the agency/facility becomes aware of the event?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your Loss Control Committee submit copies of its Minutes to the Risk Management Division? Provide copies as completed or with the Discount Application.	<input type="checkbox"/>	<input type="checkbox"/>

Affirmative Answers to Questions 1 through 4 are Mandatory to Qualify for any Discount

5. Has your agency/facility and each of its departments/divisions/offices: a) implemented customized policies and procedures to address: Fire, Natural Disaster, Severe Weather, Bomb Threats, Sexual Harassment, Workplace Violence, Hostile Work Environment, Substance Abuse, and Proper Internet/E-mail use in the workplace; and b) provided a detailed explanation (preferably through Minutes) of how you document that these policies are communicated to ALL employees annually and at the time of hiring, including providing a copy of the acknowledgement statement, performance review statement, training sign-in sheets, or on-line training record?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your Loss Control Committee review all agency/facility incidents and accidents to determine cause in Executive Sessions that are conducted in compliance with N.D.C.C 44-04-19.2 (as explained in Section 4.2 of the Risk Management Manual and the Attorney General's Open Records and Open Meetings Manual)? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your Loss Control Committee conduct at least annual inspections of ALL of your facilities using checklists similar to those found in subsection 4.3 of the Risk Management Manual?	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the inspection/checklist process include documentation of when and what corrective action was taken for identified deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has your agency/facility implemented and communicated a policy regarding the use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace and does your annual inspection include confirmation of compliance with the policy?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is compliance with this requirement documented in the Minutes?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your agency/facility established and your Loss Control Committee annually reviewed for adequacy and compliance: a) Continuity of Operations (COOP) b) Records Retention Schedule in compliance with ITD's Records Management Program?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has your agency/facility implemented policies and procedures for management of contractual risk in accordance with Section 5 of the Risk Management Manual, N.D.C.C. ch. 54-44.4, N.D.A.C. Article 4-12, and the written directives of the Office of Management and Budget (OMB) related to procurement, and does the Loss Control Committee annually review these procedures for compliance by all departments/divisions of the agency/facility? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>

Total Potential Discount of 14%:

Questions 1 - 4 = 4% discount; Question 5 = 2% discount; Question 6 = 2% discount; Question 7 = 2% discount; Question 8 = 2% discount; Question 9 = 2% discount.

BONUS 2% Discount - Applies Only to Years Risk Management Hosts a Seminar

Did the agency/facility Risk Management contact or active member of the Loss Control Committee attend the Risk Management Seminar?

☐
☐

Comments

Signed

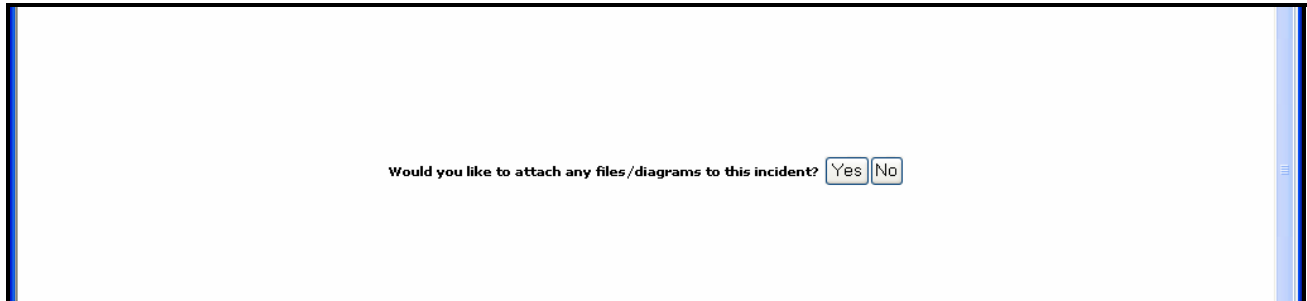
Job Title

Please Print Name

Telephone Number

Adding a Vehicle Diagram to SFN 50508 and SFN 51301

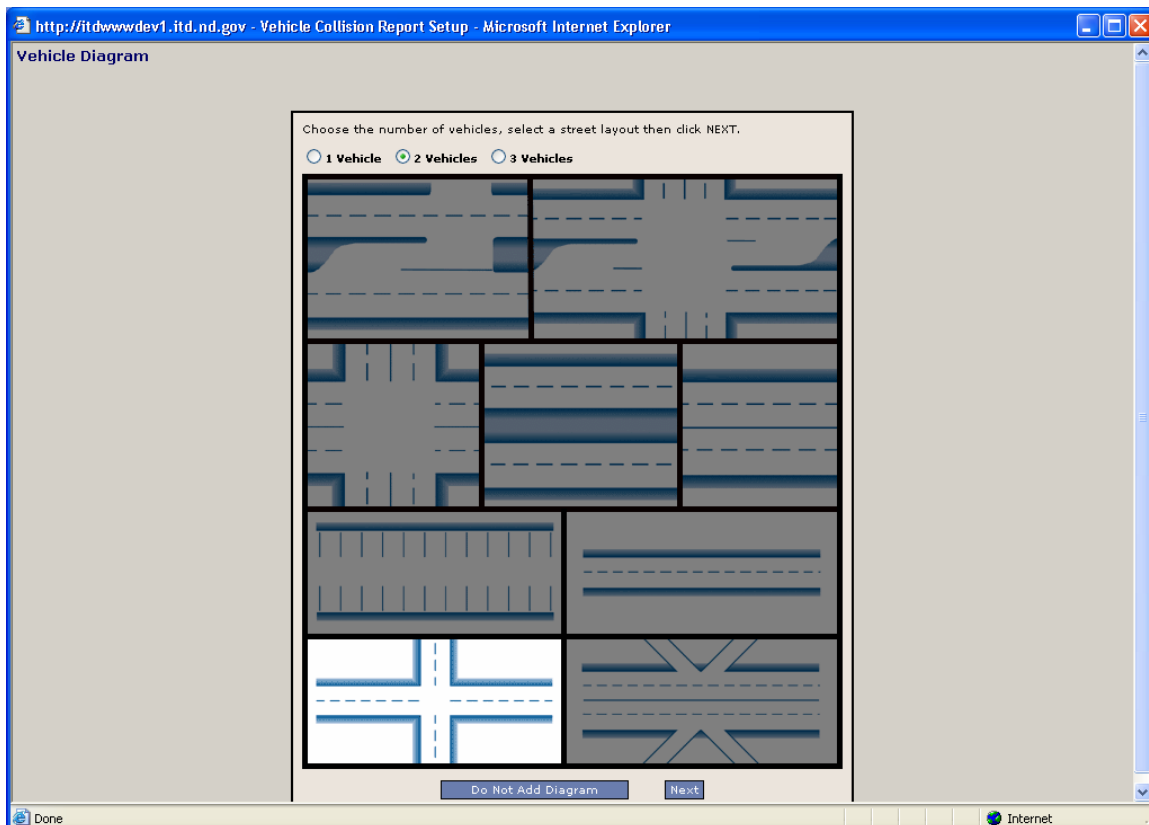
After you have entered the information on the incident form, click on Submit – you will see this screen:



Would you like to attach any files/diagrams to this incident?

If you do not want to submit a vehicle diagram but have attachments to submit click Do Not Add Diagram.

If you do want to submit a vehicle diagram, choose the number of vehicles involved and a street layout.



http://itdwwwdev1.itd.nd.gov - Vehicle Collision Report Setup - Microsoft Internet Explorer

Vehicle Diagram

Choose the number of vehicles, select a street layout then click NEXT.

☐ 1 Vehicle ☒ 2 Vehicles ☐ 3 Vehicles

Do Not Add Diagram Next

Click Next

Follow the instructions at the bottom of the page.

To rotate the vehicles, click on Rotate Car 1 Start and/or Rotate Car 1 End icons on the top.

To add a yield sign, stop sign, etc., click on Add (Path Point) and a numbered point will appear on the map. When you move your mouse over it, it will prompt you for a description of the path point (yield sign, stop sign, etc.), then you can drag the point to a location on the map. To see the description for a path point, move your mouse over it. You can edit the descriptions by clicking on Edit (Path Point).

When you are finished click on Submit.

http://itdwwwdev1.itd.nd.gov - VEHICLE COLLISION DIAGRAM - Microsoft Internet Explorer

DIAGRAM OF THE INCIDENT

Rotate Car 1 Start Rotate Car 1 End Add Edit Path Point Rotate Car 2 Start Rotate Car 2 End Add Edit Path Point

Referencing your diagram above, please explain clearly how the collision occurred:

Vehicle 1 failed to stop at stop sign (1).

Click here to submit these entries:

Instructions for the diagram area above: You will see two cars for each of the vehicles you selected on the entry page. The left car will be moved and oriented to indicate the **starting** position for the incident, and the right car will be moved and oriented to show the **ending** position. To move the cars and other objects, move the mouse pointer over the image and hold down the left mouse button. Then with the mouse button pressed and held, move your mouse to drag the object wherever you want it. To orient the cars, to orient to north, and to make numbered points with descriptive comments along the cars paths, click on the controls above:

After you click Submit, the system generates a pdf file which will be attached to the incident report.

If you have any questions, please contact Renae at 701-328-7584.